

TITLE: RULES AND REGULATIONS
GOVERNING THE USE OF LUCAS
COUNTY GOVERNMENT BUILDINGS
AND GROUNDS

PERSONNEL
ADMINISTRATION X

RESOLUTION
NO. 05-527

EFFECTIVE DATE:
APRIL 5, 2005

TYPE:
POLICY X
PROCEDURE

SUPERSEDES:
POLICY 30
PROCEDURE

It is the policy of the Board of County Commissioners, Lucas County, Ohio, that upon application of any responsible entity, all buildings under the supervision and control of the Board of County Commissioners shall be available for use as social centers for the entertainment and education of the people, including the adult and youthful population. Such occupation shall not infringe upon the original and necessary uses of such properties. The Board of County Commissioners has prescribed such rules and regulations for occupancy and use as will secure a fair, reasonable, and impartial use of the same. The Board of County Commissioners reserves the right to deny use of Lucas County Buildings and Grounds.

- 1. Application for use of Lucas County Government Buildings and Grounds shall be made to the County Administrator (hereinafter Administrator) and shall contain:**
 - a. The name, address and telephone number of the applicant(s).**
 - b. The name, address and telephone number of the officers of the applicant if a responsible organization; or any other person or persons authorized by the applicant to represent it and act as its agent in regard to this application; or names of individual citizens.**
 - c. The identification of the building or grounds to be used.**
 - d. The proposed use of the building or grounds.**
 - e. Whether amplification equipment is necessary (equipment must be provided by the applicant).**
 - f. The length of time the building or grounds will be used.**
 - g. The hours of the intended use. (During the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, streets around the Lucas County Courthouse are likely to be congested and a permit may not be granted for use at this time and location for a purpose which is intended to draw a large crowd.)**
- 2. Application for permit MUST be submitted at least five (5) calendar days in advance of the event. However, if applicant intends to place a display, exhibit or structure on Lucas County grounds or on Courthouse Square,**

application for permit must be submitted at least fourteen (14) calendar days in advance of the event.

- 3. Permit holder shall not discriminate against any person or group with regard to race, gender, religion, color, national origin or handicap.**
- 4. No smoking is permitted in any county building.**
- 5. No banners, flags, pennants, displays, exhibits or structures may be affixed or attached to any Lucas County building unless specifically authorized by the Administrator.**
- 6. Permits for Courthouse Square may be issued for periods of up to twenty-four (24) hours; or, for multiple-day events, consecutive days not in excess of five (5) days. No displays, exhibits or structures erected on Lucas County buildings or grounds or Courthouse Square pursuant to a permit shall remain on the premises at times other than those stated in such permit.**

Should there be permit requests for the same dates and times from different organizations, the Administrator may issue up to three (3) concurrent permits for less than full use of Lucas County buildings or grounds and Courthouse Square, so long as public health, safety and welfare issues can be resolved to the satisfaction of the Administrator. Concurrent permits shall be issued only where space allows and where activities associated with such multiple permits are compatible, and will not unreasonably interfere with each other. If, in the opinion of the Administrator, such conflicts cannot be resolved, the Administrator may issue a permit to a person or entity which has received a permit for another date in the same calendar year.

- 7. For reasons of security and noise limitations, speakers or assemblages will generally not be permitted from 10:00 p.m. to 6:00 a.m.**
- 8. If amplification equipment is necessary, it must be controlled so as not to disturb the surrounding community and be in conformance with applicable local ordinances and will generally be permitted only between 12:00 noon and 1:00 p.m., Monday through Friday, and for one hour between 12:00 noon and 6:00 p.m. on Saturday and Sunday. Applicant must arrange for their own equipment, if needed.**
- 9. Food or beverages may be distributed by the applicant on or near Courthouse Square if applicant has obtained a permit allowing same from the Health Department. In the event literature, pamphlets, or materials, including food or beverages, are distributed on or near Courthouse Square or other Lucas County buildings or grounds, the applicant shall be responsible for the removal of anything so distributed which is dropped or**

falls as litter upon Courthouse Square or Lucas County buildings and grounds. Special provisions apply at the Lucas County Recreation Center.

- 10. There shall be equal access for all groups in the use of county buildings and grounds regardless of race, religion, color, national origin or handicap.**
- 11. The use of county buildings or grounds will be denied for any activity conducted primarily for profit. Special provisions apply at the Lucas County Recreation Center.**
- 12. Displays, exhibits or structures shall be suitably constructed and protected so as to minimize damage by the elements and vandalism. To determine if the display, exhibit or structure is suitably constructed, the Administrator may require that the display, exhibit or structure comply with the American Association of State Highway and Transportation Officials (AASHTO) engineering and design standards or other similar applicable standards and all applicable regulations and laws of the municipality (if any), Lucas County, the State of Ohio, and the federal government. Plans and specifications for displays, exhibits or structures shall be submitted to the Administrator no later than fourteen (14) days prior to the event. The Administrator may limit the size and number of displays, exhibits or structures.**
- 13. Displays, exhibits or structures shall not obstruct entrances, exits or passageways, and shall be so placed to be unobstructive to pedestrian traffic; and shall be erected only at locations designated by the Administrator to conform to this rule and not impair public safety.**
- 14. The Administrator, at any time before or after issuance of a permit, may require that a display, exhibit or structure be attended, or that appropriate security personnel be provided at cost of permittee, for all or some portion of the permit period, for the purpose of protecting or providing for the public health, safety or welfare.**
- 15. The Administrator may deny, suspend or revoke any permit that would violate or, upon violation of any provision of the Municipal Code (including the Zoning Code) of the municipality in which the event is to be held, laws of the State of Ohio, the United States of America, or County Rules and**

Regulations and/or, if necessary for reasons of public health, safety or welfare.

- 16. Any denial or revocation of a permit for the use of Lucas County buildings and grounds or Courthouse Square pursuant to this chapter may be protested in writing to the Administrator. Within five (5) days of receipt of such protest, or at a mutually agreed time, the Administrator or his designee shall conduct a hearing regarding the reasons for the permit denial or revocation and the basis of the protest. A final, written decision shall be issued within three days following such hearing.**
- 17. Signs and banners may be permitted during the hours of an assembly authorized by a permit subject, however, to all the requirements of the Municipal Code of the municipality (if any) in which the event is to be held and these Rules and Regulations.**
- 18. No person shall do anything to obscure their personal identity through the use of facial masks or similar devices unless associated with a purely artistic or ethnic cultural presentation and with the specific approval of the Administrator.**
- 19. Sticks, poles or other rigid-type materials are prohibited on Courthouse Square, in the Courthouse and on Lucas County grounds or in Lucas County buildings. Signs and banners held by sticks, poles or other rigid-type materials are also prohibited on Courthouse Square and Lucas County buildings and grounds.**
- 20. Applicant shall pay, in advance, to the county the estimated cost of cleaning the buildings and grounds for clean-up activities in excess of those normally associated with routine pedestrian use. In addition, the applicant shall be responsible for repairing damage to the buildings and grounds, and appurtenances, facilities and landscaping which in any way arises from the proposed use. After the proposed use of the building or grounds occurs, the county will inspect the location of the event, will perform the necessary clean-up and/or repair damages, and will bill any remaining charges to the applicant pursuant to the terms and conditions herein. Additional applications from the same applicant for the use of any Lucas County**

buildings or grounds will not be approved until and unless such charges are paid in full. Special provisions apply at the Lucas County Recreation Center.

- 21. Applicant shall conform to all directives of local police and fire forces and the Lucas County Sheriff and/or the Court Deputies Department (when Courthouse or Courthouse grounds are to be used) and to the directives of the Administrator or authorized designee, as set forth in the permit or as given orally or in writing subsequent to the issuance of the permit.**
- 22. No firearms, ammunition or dangerous ordnance may be carried, sold, displayed, traded or otherwise transferred on Lucas County grounds or in Lucas County buildings. Certified law enforcement personnel and military personnel duly authorized and acting within the scope of their duties are excepted from this rule upon the permission of the permit.**
- 23. By accepting a permit, an applicant agrees to be solely and exclusively responsible for its displays, exhibits or structures. The applicant agrees to hold the county harmless from any and all risks, liability costs, claims or causes of action which may arise from the placement of any sign, display, exhibit or structure. Such assumption of risk and**

hold harmless is a material condition of the use of Lucas County buildings and grounds. If the applicant desires to erect an exhibit, structure, display or activity which, in the opinion of the Administrator, would constitute a potential hazard to the public or to the Courthouse Square, any appurtenances, facilities and landscaping, the Administrator shall require the applicant to post with the county a liability insurance policy, designating the applicant and the County of Lucas as named insureds and providing insurance in the minimum amounts of \$100,000 for personal injury to any one person, \$500,000 personal injury from any one incident and \$100,000 property damage, which property damage insurance shall cover damage to all county-owned property on or in the vicinity of the Courthouse Square. No sign or display of any kind may be placed on the grounds of the Courthouse, Family Court building, Juvenile Court building, or in the Courthouse without the approval of the Common Pleas Court

Administrative Judge or designee.

- 24. All permitted displays, exhibits or structures shall be accompanied by a sign indicating ownership or sponsorship, and that the display, exhibit or structure is not supported or paid for with public funds. The sign must be legible from at least ten (10) feet in distance.**
- 25. If a permit is granted, the applicant shall be so advised in writing by the Administrator. The permit shall state any limitations inconsistent with the application. If a permit is denied, the reason for the denial shall likewise be stated in writing.**
- 26. The Lucas County Board of Commissioners nor any duly elected Lucas County office holder need obtain a permit for use of Courthouse Square or Lucas County buildings and grounds, but must coordinate use through the Administrator.**
- 27. Security for events at Courthouse Square and Lucas County buildings and grounds will be determined by the Lucas County Sheriff's office, the Court Deputies Department (when proposed use is for Courthouse or Courthouse grounds) and/or the local police department. Any security fees necessary will be the financial responsibility of the event sponsor. Rates for the security, if any, will be determined by the Lucas County Sheriff's office, the Court Deputies Department and the local police department and must be paid in advance of the event at the time of permit issuance.**
- 28. These Rules and Regulations are subject to the right and ability of the County of Lucas, through its Board of County Commissioners, to restrict Courthouse Square and Lucas County buildings and grounds for the exclusive use of the County of Lucas.**
- 29. If the proposed use is for a building that is secured (e.g., the Courthouse or Family Court Center), no public use will be granted without full security measures in effect.**

Applicant will have responsibility for the costs of providing security after building hours or on weekends and holidays or for extraordinary events.

30. No use of any facility under the jurisdiction of any branch of the Court of Common Pleas will be granted without the written approval of the Court of Common Pleas Administrative Judge or designee.

31. Other special provisions may apply for use of Buildings and Grounds at the Lucas County Recreation Center. Adding, including, but not limited to:

- a. Rental events shall adhere to the Alcohol Policy Guidelines of the Division of Recreation, including, but not limited to:
 - 1. Private parties and events where the attendees are there by invitation and there is no exchange of money, may dispense alcohol without a permit. However, they will sign the Alcohol Addendum and agree to accept liability for the behavior of their attendees.
 - 2. All events with paid ticket admission or that require an admission fee may not, under any circumstances, dispense alcohol without a proper permit from the State of Ohio.
 - 3. State of Ohio permit applications are required to be signed by the owner of the location where the event is to be held. The Administrator or designee may sign the "Consent of Real Property Owner".
 - 4. A copy of the proper permit from the State of Ohio shall be provided to the Division of Recreation.
- b. Chapter 2915 of the Ohio Revised Code shall be adhered to for all rental events where activities involve gambling, including but not limited to "games of chance" and bingo. Additionally, the following is required:
 - 1. Anyone contemplating such event shall inform the Division of Recreation of their intent.
 - 2. Proof of organization (i.e. charitable or other) shall be provided to the Division of Recreation.
 - 3. All appropriate licenses and approvals shall be obtained and copies provided to the Division of Recreation.
- c. It is permissible for other public entities to utilize the buildings and grounds if permission is obtained in advance of the event. Such permission shall be obtained by the Administrator or designee. Any necessary set up/clean up costs shall be paid by the public entity as Lucas County shall not incur any costs for the event.

APPROVED BY:

DATE:

COUNTY OF LUCAS
Commissioners' Office

Applicant must read the attached Rules and Regulations before completing this Application

Application for Permit to Use Lucas County Government Buildings and Grounds

Names of Responsible Organization or Names(s) of Citizen(s) Requesting Use

Address(es) _____

Authorized Agent of Responsible Organization _____

Telephone _____

Title _____

Address _____

Building or Grounds Requested _____

Proposed Use of Building or Grounds - BE VERY SPECIFIC _____

Date of Proposed Use _____ Time - Begin _____ Time - End _____

Nature of Display or Structure (if any) _____

Amplification/Electric Usage (explain) _____

Other Important Facts _____

Assembly or Rally - Attendance (approximate number) _____

Contact person for reservation of Lucas County Government Buildings and Grounds: Clerk of the Board of Commissioners: 419-213-4511; FAX: 419-213-4532. For Lucas County Recreation Center Rentals: 419-213-2200; FAX: 319-893-9480.

Absolutely no sticks, poles or other ridged-type materials are permitted on Courthouse Square or on Lucas County grounds or in Lucas County buildings. Signs and banners held by sticks, poles, or other rigid-type materials are prohibited.

Applicant HEREBY certifies that the proposed use of Lucas County Buildings and Grounds will be in conformance with the appropriate Municipal Code (is any) and with the Lucas County Commissioners' rules and regulations governing the use of Lucas County Government Buildings (attached) and that the information provided on this application is true and accurate.

Date _____ Signature _____
(Authorized Agent for Organization)

Sworn to and subscribed before me this _____ day of _____, 20__

Notary
Public

(SEAL)

Submit COMPLETED APPLICATION TO:

County Administrator
Board of Commissioners of Lucas County
One Government Center, Suite 800
Toledo, OH 43604-2259

When approved and signed by the county administrator or designee, this application becomes a valid permit for use of Lucas County government buildings or grounds as described.

This permit MUST be kept on the person of the authorized agent during event and shown upon request.

Permit is GRANTED subject to the FOLLOWING REQUIREMENTS:

County Administrator Date _____

For facilities under the jurisdiction of the
Court of Common Pleas:

Administrative Judge or Designee Date _____